

DIVISION OF ADMINISTRATIVE SERVICES



Human Resources

Transactions Training

Agenda

Hire above memo and when to use it

New hire packet /checklist

DEPTD, ADDR and ATTR DOCUMENTS

Game and Quiz

Questions

You have chosen
your candidate
and you are
ready to offer the
job!



Once you have made your decision of whom you want to hire, you will need to complete the proper steps to obtain approval.

- ❖ **First, you will want to decide what salary you are wanting to offer. If you are offering the standard salary, you will not need to obtain further approval as you received approval to post and hire before you posted the position.**
- ❖ **If you are hiring above the minimum of the paygrade, you will need to obtain approval from your Central Office and the Cabinet Secretary's Office before you can make the offer.**

Example of Hire Above Minimum Memo

You will need to make sure the following information is indicated on the letter:

- ❖ First, the letter must be on your Agency letterhead.
- ❖ Be sure to add the employee's name, the job title and the salary you are requesting.
- ❖ Next, in the body of the letter, you need to justify why you are requesting to hire above the minimum.

(Please make sure you include details explaining the additional experience the employee has achieved to justify the request.)

State of West Virginia
Department of Homeland Security
Division of Administrative Services
1124 Smith Street, Suite 2100 Charleston,
WV 25301
(304) 558-2350

JEFF S. SANDY, CFE, CIMS
CABINET SECRETARY

MICHAEL V. COLEMAN
DIRECTOR

To: Jeff S. Sandy, CFE, CIMS
Cabinet Secretary

From: Michael V. Coleman, Director

Date: CURRENT DATE

RE: Hire above Minimum - Internal Promotion

Please find listed below an individual we are requesting to promote with an offer that exceeds the minimum required step increase for paygrade(s) outlined in the Division of Personnel's Pay Plan Policy.

1. [REDACTED] JOB TITLE SALARY

The Division of Administrative Services, Justice and Community Services is respectfully requesting to promote Ms. EMPLOYEE into our vacant JOB TITLE position. The entry level salary of the position is \$SALARY to a range of \$SALARY. Ms. EMPLOYEE has a current hourly position of \$HOURLY which calculates to an annual salary of \$ANNUALLY in the JOB TITLE. However, she has over 5 years' experience exceeding the minimum required qualifications which could justify up to a 50% increase. We have offered a 15% increase over her current pay as a result of her additional experience and continued value to our agency.

Approved/Denied
[REDACTED]
Michael V. Coleman
Director

Date

Approved/Denied
For: Jeff S. Sandy
Cabinet Secretary

Sending the request to your Central Office

Once you have completed the Hire Above Memo, you are ready to send it through your Central Office approval chain (*example: Marvin Plumley, Lance Yardley, Lori Lynch, GE McCabe etc.*)

Once it is sent to your Central Office, they will either approve it and forward it to the Cabinet Secretary's Office for approval, or they will let you know it is not approved.

Once you have approval for above the minimum:

You are now ready to complete your offer letter.

- ❖ Must be on letterhead.
- ❖ Must be signed by the employee accepting or declining the offer.
- ❖ If the employee is being paid hourly, you MUST have only the hourly amount on the letter, and it should be listed with the 4 numbers after the decimal point.
- ❖ If the employee is a salaried employee, you MUST have only the annual salary on the letter.

 **STATE OF WEST VIRGINIA**
DEPARTMENT OF HOMELAND SECURITY
DIVISION OF CORRECTIONS
AND REHABILITATION 

BETSY C. JIVDEN
COMMISSIONER

JEFF S. SANDY, C.A.M.S., C.F.E.
CABINET SECRETARY

Eastern Regional Jail and Correctional Facility
94 Grapevine Road
Martinsburg, WV 25405
(304) 267-0047 Phone (304) 267-0049 Fax

DATE _____

EMPLOYEE NAME _____
EMPLOYEE ADDRESS _____

Dear EMPLOYEE _____

The FACILITY NAME is excited to extend you a tentative offer of employment. This POSITION TITLE position will be located at FACILITY ADDRESS. Pending all approvals, your starting salary will be \$STARTING SALARY per hour. Once the FACILITY NAME has received all approvals, NAME OF CONTACT will contact you with a start date.

We are excited for you to join our team. If you have any questions prior to your start date, please call NAME AND TELEPHONE NUMBER OF CONTACT. Once again, welcome to FACILITY NAME.

Please sign below to indicate your acceptance or refusal of this offer and return to CONTACT NAME AND TELEPHONE NUMBER.

Sincerely,



NAME OF SUPERINTENDENT, MANGER OR ETC. _____

 _____
Applicant Signature

_____ Date

_____ Accept _____ Decline

You are now ready to send your packet and will want to review your information for accuracy.



The packet should consist of the following information:

- ▶ The Temporary Agreement (only if hiring in as a temp).
- ▶ A copy of the Social Security Card and Driver's License (make sure it is signed and copied legibly).
- ▶ An up-to-date DOP Application (make sure all PII is redacted such as Social Security number and date of birth).
- ▶ The Job Posting (along with the Cabinet Approval to post and hire, the only exception is a temp).
- ▶ The complete Register, must be fully coded in NEO GOV (only exceptions are temp or no preference)
- ▶ The Personnel Information Sheet.
- ▶ Hire Above Memo if they are being hired above the minimum.
- ▶ Offer Letter, Promotion Letter or Demotion Letter.
- ▶ DOP Pay Conversion Calculator (This is not needed for new hires only promotions or demotions).
- ▶ DOP V-1 (you must make sure you are also sending your V2 to the previous employers).
- ▶ What position number you are wanting to use? It must be tied to the posting and register you have attached.
- ▶ Please utilize the following checklist:

Transactions Checklist

When sending your packet to DASHR for a new hire, temp, rehire, transfer, promotion, demotion, temp to perm etc., this checklist should always be included.

Utilizing this checklist will ensure that your packet has every document needed for DAS to process and will help reduce delays in hiring.

FACILITY NAME: _____

DAS Checklist for Transactions

NEW HIRE TEMP REHIRE TRANSFER

PROMOTE/DEMOTE LATERAL/UNIT CHANGE

TEMP to PERM: FIRST DATE PHYSICALLY WORKING _____

DATE: _____

NAME: _____

REQUESTED EFFECTIVE DATE: _____

SUPERVISOR: _____

POSTING #: _____

POSITION #: _____

PREVIOUS POSITION #: _____

IS EMPLOYEE A MEMBER OF
CERT/K9/SPECIAL OPS TEAM? _____

DOCUMENTS ATTACHED:

- TEMPORARY APPOINTMENT AGREEMENT (only if temporary)
- DRIVER'S LICENSE AND SOCIAL SECURITY CARD (must be signed and legible)
- DOP APPLICATION, DEGREE/TRANSCRIPTS
- POSTING (along with Cabinet approval to post/hire) (only exception temp)
- REGISTER must be fully coded in NEO GOV (only exception temp)
- PERSONNEL INFORMATION SHEET
- CERT MEMO (only exception temp)
- IS THE SALARY ABOVE MINIMUM? (if so, must have Cabinet approval letter)
- OFFER LETTER, PROMOTION LETTER OR DEMOTION LETTER
- DOP PAY CONVERSION CALCULATOR
- DOP V1
 - IF THEY HAVE PREVIOUS STATE GOVERNMENT EXPERIENCE, THE V-2 NEEDS TO BE SENT TO PREVIOUS AGENCIES TO VERIFY THEIR TIME. ONCE THE V-2 IS RECEIVED BACK VERIFYING EMPLOYMENT, IT NEEDS TO BE SENT TO DASHR@WV.GOV

PLEASE SEND THIS FORM IN WITH EACH TRANSACTION REQUEST

Temporary Agreement

First and foremost, please check the date on the bottom of the Temp Agreement Form to be sure you are using the most up to date version. We are currently using the one Revised April of 2022.

Effective April 4, 2022, it is no longer necessary to renew a Temp Agreement due to being allowed to work unlimited hours. Keep in mind, it is still your responsibility to monitor their hours.

Any employee who regularly works at least 20 hours per week is eligible for insurance as well as the 457 program. Please refer to number 11 on this Temp Agreement. If they do not opt out by signing the waiver, they will automatically be enrolled in the 457 program and have \$10 deducted from each paycheck.

This is to advise you that the employment you are accepting is in a **limited-term temporary** position not covered under the merit system administered by the West Virginia Division of Personnel (DOP).

This position has the following restrictions:

1. There is no guarantee of a minimum number of hours under this temporary appointment.
2. Your temporary employment may end at any time with or without cause.
3. You do not have the right of appeal before the State Personnel Board or Public Employees Grievance Board.
4. You will not accrue sick leave or annual leave.
5. You will not be paid for holidays or other time off due to inclement weather, office closings, etc.
6. Time spent in temporary employment will not count as tenure or service time for any purpose.
7. This time cannot be counted towards the completion of a probationary period if subsequently hired for permanent employment.
8. In order to be appointed to a position covered by the DOP, it will be necessary for you to be selected from a list of applicants certified from a competitive register unless you have previously been certified permanent under the DOP Merit System and are eligible for reinstatement.
9. You are not eligible to participate in the Public Employees Retirement System (PERS).
10. Employees accepting a temporary appointment of more than 2 years will be **automatically** enrolled in the WV Retirement Plus, 457 Deferred Compensation Plan. Participation is **voluntary**. If you choose not to participate in the 457 Deferred Compensation Plan, you must decline automatic enrollment on the Participation Agreement form.
11. Employees who regularly work at least 20 hours a week may be eligible for health insurance benefits through the Affordable Care Act (ACA), Health Insurance Marketplace or Public Employees Insurance Agency (PEIA). More information regarding eligibility may be found by visiting the ACA Marketplace website at [Healthcare.gov](https://www.healthcare.gov) or by calling the PEIA, FBMC Service Center at (844) 559-8248.

I certify that I have read and understand the above information and agree to:

1. Comply with applicable agency policy and procedures.
2. Keep all sensitive information confidential.
3. At the time of separation, return all property belonging to the State of West Virginia, which I have under my control or in my personal possession.

Applicant Name Please Print _____

Applicant
Signature _____ Date _____

Application

- ▶ Please be sure to review each application and that it is complete; confirm it is signed and all information is up to date.
- ▶ The Division of Personnel no longer accepts revised applications unless they request one, it is important to make sure all work experience is listed accurately with a detailed description of the duties prior to submitting it for processing.
- ▶ Keep in mind, just because they are on the Register does not mean they automatically qualify. DOP uses an Auto Scoring system.
- ▶ Please make sure all PII (Personal Identifiable information) is redacted. DOP will reject the document for visible Dates of Birth and Social Security numbers. This also includes DD214's, Transcripts, etc.



PERSONNEL



INFORMATION SHEET

This form is needed to make sure we have the correct physical address as well as mailing address.

Please make sure you fill it out in its entirety, to ensure we are entering the most current and up to date information in the Oasis system.

Revised 4/5/22

WV Division of Administrative Services

Employee Personnel Information

please print clearly

Employee Name: _____

Social Security #: _____ Hire Date: _____

Employee **Physical** Address: _____
(please print clearly)

Employee **Mailing** Address: _____
(if different than Physical address)

County: _____

Home Phone #: _____ Email Address: _____

Date of Birth: _____ Race: _____ Sex: _____

Marital Status: _____

Emergency Contact Information:

Name: _____

Relationship to you: _____

Phone Number(s): _____

****prior to sending to DAS, please ensure that name spelling, address(es) and social security number match what's in Oasis**

Sending the packet to DAS

Once you have gathered all the information for the packet, you will scan and email it to the following email address for processing:

DASHR@wv.gov

Please do not email anyone individually.

You should only be sending this to DASHR@wv.gov. This allows DAS HR to properly track all materials received. You should receive a response within 2 days from the time you send the email confirming the tentative effective date. If you don't receive a message, please send another email requesting the tentative effective date.

DOP CUT OFF DATES CALENDAR

DOP has issued a calendar which advises all agencies on which dates need to be used depending on when we are entering your transaction. We are asked not to stray from these dates.

ESMT = Employee Status Maintenance
 PSMT = Position Status Maintenance
 PAR = Personnel Action Request Document
 TESMT = Employee Status Maintenance when transferring

Cutoff Dates for **TRSN**, **PSMT**, **ESMT**, **PAR**, and **TRANI** Transactions
 January through December 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						January 1 1st day of new pay period
2	Cutoff for PSMTs effective 1/15/22 TRSNs must be to DOP	PSMTs must be dated 1/23/22 or later			ESMTs effective 1/15/22 or 1/26/22 and TRANIs effective 1/23/22 must be to DOP	8
9	**DOP processing ESMTs effective 1/15/22 and 1/18/22 and TRANIs effective 1/23/22** PAR effective 1/12/22 must be to CPU					14
16	HOLIDAY	Cutoff for PSMTs effective 1/23/22 TRSNs must be to DOP	PSMTs must be dated 2/12/22 or later		ESMTs effective 1/26/22 or 1/31/22 and TRANIs effective 2/12/22 must be to DOP	22
23	**DOP processing ESMTs effective 1/29/22 and 1/31/22 and TRANIs effective 2/12/22** PAR effective 2/26/22 must be to CPU					28
30	Cutoff for PSMTs effective 2/12/22 TRSNs must be to DOP	February 1 PSMTs must be dated 2/26/22 or later	2		ESMTs effective 1/31/22 or 2/26/22 and TRANIs effective 2/26/22 must be to DOP	5
6	**DOP processing ESMTs effective 2/12/22 and 2/14/22 and TRANIs effective 2/26/22** PAR effective 1/12/22 must be to CPU					11
						1st day of new pay period

In your email to DASHR@wv.gov, please include the following:

In the Subject Line:

- ▶ Facility Initials (Example DAS, SCRJ, MOCC)
- ▶ Last name of the Employee
- ▶ Transaction type (New Hire, Promotion etc.)

In the Body:

- ▶ Employee Name
- ▶ Posting Number
- ▶ Requested start date
- ▶ Position number
- ▶ What they are being hired for (Example New hire, promotion, Temporary appointment etc)



How well do
you know the
checklist?



Let's
make a
deal!

DEPTD, ADDR, AND ATTR DOCUMENTS

When you receive your completed ESMT from the Transactions Team, your employee will be in the OASIS system. You are now ready to enter your DEPTD, ADDR and ATTR. Keep in mind, if your employee is transferring, you will not be able to enter this until your employees first day. All other employees will need to be entered prior to their start date.

Please make sure you are only using capital letters and no punctuation.

DEPTD (Department Specific Data)

- ▶ **The DEPTD document will be what drives your employee in KRONOS. If this is not entered along with the ADDR and ATTR, you will not see your employee in KRONOS. You should be entering the following information on this document:**

DEPTD

(General Information Tab)

On the General Information Tab, enter the following:

- ▶ From Date – This should always be the first date of the beginning of a pay period unless they are a new employee and then it would be their starting date. **NO OTHER EXCEPTIONS**
- ▶ Department Action – This will always be SUPTI. This stands for Supervisor change.

WOASIS

Welcome, SHAWNA CARSON

Jump to: EPM Go Home Personal

Department Specific Data(DEPTD) Dept: 0608 ID: 03101900000000017923 Ver.: 1 Function: New Phase: Draft Modified by carsonsh1, 03/10/2019

Header

Action: No Action Update Delete

General Information Employment Information Traveler Information

*Employee ID: 0000001392

Appointment ID:

Name: CARSON, SHAWNA M

Home Department: 0608

*Home Unit: ADMN

Home Unit Desc: Adm. Office

*From: 02/16/2019

To: 12/31/9999

*Department Action: SUPTI

Department Action Desc: SUPTI SD UPDT

Department Action Reason:

Department Action Reason Desc:

DEPTD

Employee Information Tab

On the Employee Information Tab, you will enter the following:

- ▶ Seniority Date – This date will be the date the employee began working for your department.
- ▶ Work Cycle – Always 7DAY BIWEEKLY
- ▶ Supervisor ID – You will only enter the Supervisor ID and never a timekeeper.

The screenshot displays the MOASIS web application interface. The top navigation bar includes the MOASIS logo, user information (Welcome, SHAWNA CARSON), and various utility links (Jump to: CRM, Home, Personalize, Accessibility, App Help, About). The main header shows the current record details: Department Specific Data (DEPTD), Dept: 0005, ID: 0010190000000017923, Ver: 1, Function: New, Phase: Draft, and Modified by: carsonst on 03/10/2015. Below the header, there are tabs for General Information, Employment Information (selected), and Traveler Information. The Employment Information tab contains several data entry fields. A yellow arrow points to the Seniority Date field, which is set to 0000/00/00. Another yellow arrow points to the Work Cycle field, which is set to 7DAY BIWEEKLY. A third yellow arrow points to the Supervisor ID field, which is set to 0000001047. Other fields include Pay Location (6711), Work Location (6711), Department Specific ID, Supervisor Name (DARNELL, APRIL M), and Time Keeper ID.

ADDR (Employee Address)

You must make sure this is entered or you will not see your employee in KRONOS.

Please make sure you are entering information on each of the following Tabs:

- ▶ **Contact Name Information**
- ▶ **Home Address**
- ▶ **Mailing Address**
- ▶ **Phone**
- ▶ **Email**

Contact Information Tab

You must enter the following information below:

- Preferred First Name
- Preferred Middle Name
- Preferred Last Name
- Preferred Name Suffix – Example Jr., III, etc.
- From Date will be the date the first day the employee begins working for your facility/agency. If they are an existing employee and you are only updating their address, you can change this at any time, it will not have to be on a pay period
- To Date – will always be 12/31/9999 and this is auto populated
- Private Home – will always be Yes

The screenshot shows the 'Employee Address' form with the following fields and values:

Field	Value
Employee ID	0000001392
Name	CARSON, SHAWNA M
Preferred Name Prefix	
Preferred First Name	SHAWNA
Preferred Middle Name	M
Preferred Last Name	CARSON
Preferred Name Suffix	
From	11/07/2020
To	12/31/9999
Private Home	Yes
Residency Code	Y
Residency Desc	WV RES

Yellow arrows point to the following fields: Preferred First Name, Preferred Middle Name, Preferred Last Name, From, To, Private Home, Residency Code, and Residency Desc.

Home Address Tab

You must enter the following:

- Street Address (please make sure this is the physical address)
- City and State
- Zip Code
- County
- And if the mailing address is the same as the physical address, please put a check mark in the box
- If the physical address and mailing address are different, leave the box unchecked and move on to the Mailing Address tab to enter the mailing address

The screenshot shows the 'Employee Address' form with the 'Home Address' tab selected. The form includes a header with the title 'Employee Address' and an 'Action' section with radio buttons for 'No Action', 'Update' (selected), and 'Delete'. Below the header are tabs for 'Contact Name Information', 'Home Address', 'Mailing Address', 'Phone', and 'E-mail'. The 'Home Address' tab contains several input fields: 'Street 1', 'Street 2', 'City', 'State/Province', 'Zip/Postal Code', 'Country', and 'County'. Each of these fields has a red asterisk indicating it is required. A 'Same Mailing Address?' checkbox is located at the bottom right. Yellow arrows point to the 'Home Address' tab and the required fields: Street 1, Street 2, City, State/Province, Zip/Postal Code, Country, and County.

Employee Address

Action: No Action Update Delete

Contact Name Information Home Address Mailing Address Phone E-mail

* Street 1:

Street 2:

* City:

* State/Province:

* Zip/Postal Code:

* Country:

County:

Same Mailing Address?:

Phone Tab

You must enter the following:

- ▶ Home or Cell Number – The first line should be the primary phone number. Please note, this should never be the work number.
- ▶ Choose what type.
- ▶ Check the box for Primary Phone.
- ▶ If you want to add another contact number or the work number, you can add it to the lines below, but you should NEVER check Primary Phone for those.

Employee Address

Action: No Action Update Delete

Contact Name Information Home Address Mailing Address **Phone** E-mail

 * Phone: Ext: Type:  Primary Phone:

Phone: Ext: Type:  Primary Phone:

Phone: Ext: Type: Primary Phone:

Phone: Ext: Type: Primary Phone:



E-MAIL



You will enter the following:

- ▶ Personal email address – Please note, the Primary Email should **always** be .gov email address.
- ▶ Confirm Email – you will enter the .gov email address again for confirmation.
- ▶ Place a check in the Primary E-Mail Box.
- ▶ If you have the employee's personal email address, you can do so on the second line, but never check the box to make it a Primary E-Mail.

Employee Address

Action: No Action Update te

Contact Name Information Home Address Mailing Address Phone **E-mail**

E-mail:

E-mail:

Confirm E-mail:

Confirm E-mail:

Primary E-mail:

Primary E-mail:

ATTR (Employee Attributes)

The ATTR document is used to enter the employee Attributes such as Social Security Number, Date of Birth, Gender, Ethnicity etc.

ATTR

Personal Information Tab

On the Personal Information Tab, You will need to enter the following information:

- ▶ Birth Date
- ▶ Social Security Number – Have the copy of the Social Security Card in front of you for accuracy
- ▶ Gender
- ▶ Ethnicity

The screenshot shows the MOASIS Employee Attributes (ATTR) form for Shawna M. Carson. The form is titled "Employee Attributes" and includes a navigation bar with tabs for "Personal Information", "Education Information", "Veteran Information", and "User Defined Fields". The "Personal Information" tab is active. The form contains several fields, with yellow arrows pointing to the "Birth Date", "Social Security Number", and "Ethnicity" fields. The "Ethnicity" field is set to "W" and "WHITE".

MOASIS

Welcome, SHAWNIA CARSON

Jump to: EPM

Time and Leave Financial Info

View All 1 of 1 Page HTML has been changed after preferences are created. Hence Pre ...

Employee Attributes(ATTR) Dept: 0605 ID: 031119000000000005924 Ver.: 1 Function: New Phase: Draft Modified by carsonsh1, 03/11/2019

Employee Attributes

Action: No Action Update Delete

*Employee ID: [REDACTED]

Name: CARSON, SHAWNIA M

Personal Information Education Information Veteran Information User Defined Fields

*Birth Date: [REDACTED]

*Social Security Number: [REDACTED]

Place of Birth: [REDACTED]

*Gender: Female

*Conviction: No

Disability: [REDACTED]

Disability Desc: [REDACTED]

*Citizenship Status: Natural Citizen

Marital Status: M

Marital Status Desc: MARRIED

Date of Death: [REDACTED]

*Ethnicity: W

ethnicity Desc: WHITE



EMER (Employee Emergency Contact)



Effective Immediately you will now need to update the employee's emergency contact information in OASIS.

When you first create the document you will be in the General Information Tab

On the Header, you must verify the following:

- ▶ You will need to verify the name is correct. NOTHING should be entered on this tab.

Header

General Information

* Employee ID: 0000001392 

Name: CARSON, SHAWNA M

EMERGENCY CONTACT TAB

In this tab, you have a total of three tabs to complete. The first one is the Contact Information.

You will need to enter the following Information on this Tab:

- ▶ Contact Name, First Middle and Last
- ▶ Relationship
- ▶ Address
- ▶ Country
- ▶ County

Emergency Contact Section

Header

Emergency Contact Total Lines: 1

Employee ID : 0000001392 Name : CARSON, SHAWNA M

Contact Information Phone E-mail

Contact Name Prefix:

* Contact First Name: JIMMIE

Contact Middle Name: M

* Contact Last Name: CARSON

Contact Name Suffix:

Contact Description:

Relationship: SPOUS

Primary Contact:

Spouse works for Same Employer?:

Spouse ID:

Name:

Street 1: 1764 FIELDS CREEK ROA

Street 2:

City: WINIFREDE

State/Province: WV

Zip/Postal Code: 25214

Country: US

County: 20

Edit Copy Validate Submit Discard

View PDF Print Processing Workflow File Close

Employee Self Service

This is found in your MyApps account

If an employee needs to change their address, you can instruct them to utilize the Employee Self Service portion of OASIS

- They will need to capitalize all the letters in their address, include the county and complete the contact information tab which should list the employee's name and phone number.
- They may also enter their emergency contact information on the employee self service portal.
- They will need to check their work list afterward for rejected documents that may need corrections.

Review.....

1. John Doe works for SCRJ and is transferring to MOCC, will you need a copy of the Driver's License and Social Security Card?

No, you will not need a copy of the social security card and driver's license as they are already on file, and they are still an employee within the agency. The only time this is needed is if they were coming from an outside agency.



2. If you have received a completed TESMT for an employee who is transferring from a different agency, can you go ahead and process the DEPTD, ADDR and ATTR?

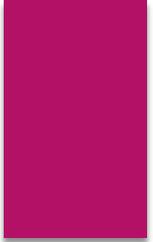
No, if the employee is transferring in from another state agency, you must wait until their actual effective date before the OASIS system will allow you to enter the information.

Any other new employee can be entered as soon as you receive the completed ESMT email letting you know their effective date.



3. If you are wanting to rehire an employee at the salary they were making before they left, what steps will you need to take?

You are going to need to request a Hire Above Memo for this employee. This will need to be sent to your Central Office for approval. Once approved, they will send it to the Cabinet Secretary's office for approval. Once you have this approval, you can move forward with hiring the employee at the salary specified. Just be sure to mark this on your checklist.



4. When you select your applicant, do you need to code the entire Register or only down to who you choose?

You need to code the entire Register for every employee. A reason code must be after every name in order for DOP to accept. If your applicant doesn't need to be on the Register, the Register still needs coded completely and sent with the hiring packet.



5. If the employee is on the Register, does this mean they are automatically qualified for the position?

No, you should always be reviewing the application to make sure the applicant is qualified. DOP has an autoscore list in which applicants are placed on the register solely by the questions they answer. Therefore, they may inadvertently be on the register but will still not have the qualifications needed.



6. Can you have an offer letter signed and dated prior to the posting closing?

No!! DOP will reject the document back for pre-selection and will result in you having to repost the positions prior to being able to hire. This will only slow down the process of getting your employee hired.



7. Do you have to use capital letters on every DEPTD, ADDR and ATTR?

Yes, you must only be using capital letters when entering information into the OASIS system. You must also not use any punctuation such as a period, dash or hyphen.



8. If an employee is currently a temp and you are wanting to roll them to a permanent position do they have to work on the first day of the pay period?

No, although we do have to make the effective date the first date of the pay period, the employee doesn't have to physically work that day. However, it is your responsibility to indicate on the checklist the date they will physically work for tenure purposes. Failure to do so can and does result in future transactions for this employee being delayed.



9. If a Packet is sent down on 06/07/2022 and they are transferring from another agency, which means we will have to process a PAR document, what is the earliest effective date we can use?

Packet must be received and processed not later than 06/16/2022 with a tentative effective date of 07/16/2022.

The only exception to this is if you have the employee request a memo from their current employer stating they are aware they have accepted another job and they are fine with the employee leaving earlier than the full month. If they are no longer working at the agency, we can ask for permission to enter it earlier if you request it.



10. On June 1st, you send a packet to DASHR for an employee who is brand new and has never worked for the State of WV. What is the earliest date you could expect them to be able to start working?

June 18th would be the earliest effective date we could offer. This is pending we receive the correct information in the packet no later than the morning of 06/09/2022. This will allow us time to review and enter without going past the cut off date.



Questions?